



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE MATERIEL COMMAND  
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

BB 9.98

FAR 4.5  
FAR 5.203

18 MAY 1998

Phil

FRANK

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK  
4375 Chidlaw Road, Suite 6  
Wright-Patterson AFB OH 45433-5006

SUBJECT: Posting Solicitations to the Internet

1. The Federal Government has committed itself to transition its acquisition processes away from paper toward electronic conduct of business. An example is the FY98 Defense Authorization Act (Pub.L. 105-85), wherein Congress presented us an opportunity to improve the support we provide to the warfighter through reduced cycle times. Effective 25 May 98, we may dispense with the synopsis waiting time for certain actions under the simplified acquisition threshold. These are actions for which we have enabled electronic industry access to the solicitation through a single, Government-wide point of entry and have permitted electronic responses from industry. In order to take advantage of this opportunity, we believe our contracting offices must accomplish the following:

a. We must post solicitations to the Internet. Most of our contracting offices have already established business opportunity pages, and many solicitations are already being posted. We must now take action to maximize use of these pages.

b. We must link posted solicitations through CBDNet synopsis notices to promote use of a single electronic entry point. CBDNet includes a field to specify the URL for a web site hosting the solicitation. The URL in a specific notice should facilitate easy access to the relevant solicitation. For example, citing an organization home page, or even the overall business opportunity page, would probably not be sufficient to promote reasonably easy access, unless the page includes a search capability to take the user directly to the solicitation. Better approaches would be a link to the page containing all documents applicable only to that solicitation, or to a consolidated index page linking to the solicitation pages.

c. We must allow contractors to respond to solicitations electronically. Pub.L. 105-85 identifies such techniques as e-mail, web technology, bulletin boards, and electronic data interchange within the definition of electronic commerce. However, buyers must make potential offerors aware of security risks when unsecure techniques such as e-mail are employed.

2. AFMC centers have undertaken a variety of local initiatives believed to be best suited to their needs. SA-ALC and WR-ALC deserve special mention for their initiatives in posting simplified acquisitions. (Visit their web pages at [www.wkelly-arb.org/links/proc/index.html](http://www.wkelly-arb.org/links/proc/index.html) and

Atch 98-3D (FAR 4) Post to FAR 4.5 and 5.203 by circling the references and noting in the margin: "See 64-10, Atch 98-3D filed at FAR 4." Then file the Atch behind the sups to FAR 4.

pkec.robins.af.mil.) Both approaches address the three aspects listed above, posturing those centers to realize reduced cycle times. We encourage other centers to review the efforts of those two centers for possible application to their own situations.

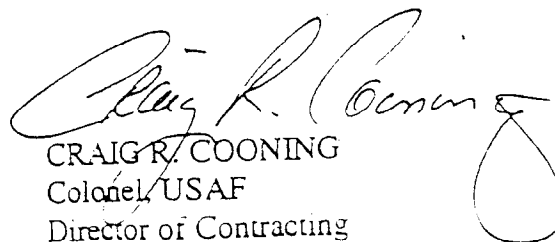
3. While we recognize the importance of discretion being exercised by individual centers, we must all be mindful of the need to follow some overarching strategy on the road toward a paper-free contracting environment. My staff is working with SAF/AQCI to lay out that strategy, and we will be soliciting your input in the near future. We believe the business opportunity pages and CBDNet will continue to play significant roles. Therefore, we are setting the following goals for solicitations that would otherwise be issued by paper media:

a. Within 30 days from the date of this memo, each center should implement a procedure for posting solicitations for all acquisitions estimated to exceed \$100,000. This requirement is not intended to authorize release of any information or documents (e.g., restricted access drawings) without following the appropriate procedures for such release.

b. Within 90 days from the date of this memo, each center should expand the procedure to include all acquisitions estimated to exceed \$25,000.

c. In conjunction with solicitation posting, contracting personnel should ensure an active URL is included in synopsis notices. Pending update of the ACPS synopsis script to include a separate URL field, personnel using ACPS to prepare notices should identify the URL in the "description" field.

4. Our future strategy will address actions below the synopsis threshold, but centers are not discouraged from including those actions in their business opportunity pages now. We are already reporting our level of electronic commerce to OSD, and we expect to collect specific data on solicitation posting and synopsis linking very soon; therefore, we request aggressive implementation of the contents of this memo at every center. **The AFMC contracting community must do its part to exploit opportunities that will enable us to achieve a paperless environment.** Our staff is available to assist you as necessary. Please inform us of any impediments to your efforts, and provide the identity of your focal point so we can share any lessons learned. Our action officers for this effort are Ms. Yolanda Earley, HQ AFMC/PKPA, DSN 787-6055, e-mail earieyyi@wpgate1.wpafb.af.mil (policy issues) and Mr. Tony Baumann, HQ AFMC/PKS, DSN 787-2466, e-mail baumana@wpgate1.wpafb.af.mil (functional issues).

  
CRAIG R. COONING  
Colonel, USAF  
Director of Contracting

cc: SAF/AQC